

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814  
916) 445-7046



July 11, 1980

ALL-COUNTY LETTER NO. 80-40

TO: COUNTY WELFARE DIRECTORS  
WELFARE FISCAL SUPERVISORS  
COUNTY DISTRICT ATTORNEYS  
TITLE IV-D AGENCIES  
COUNTY AUDITOR-CONTROLLERS  
ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: REPORTING OF SPACE COSTS, FISCAL YEAR 1980/81

This letter will notify County Welfare Departments and Family Support Units of District Attorney Offices of a change in the reporting of space costs.

The Department of Health and Human Services has determined that building space, regardless of the method used to acquire such space (lease, purchase, or construction) is considered a countywide resource. As such, space costs must be included in the Countywide Cost Allocation Plan and approved by the State Controller's Office, Division of Local Government Fiscal Affairs, prior to claiming. This approval establishes that costs are claimable; however, costs claimed are subject to availability of funds within your county's administrative allocation.

Effective with the preparation of the Cost Plan for Fiscal Year 1980/81, plan submissions should identify all space occupied by county welfare departments and family support divisions as well as procedures used to determine and distribute space costs. Reporting guidelines are detailed in State Controller's Office Cost Plan Release No. 15 (Revised), dated October 2, 1979, and Addendum, dated October 30, 1979. Any special agreements entered into between the counties and the Department of Social Services through Fiscal Year 1979/80 are also to appear in subsequent applicable plans, and will continue to be honored by the State Controller's Office.

Methods for claiming space for welfare and child support are addressed separately below. In either case, amounts claimed must be the same as amounts appearing in the Cost Exhibit.

Welfare

There will be no substantial change in the method of claiming space costs on the Welfare Administrative Expenditures Claim Form DFA 325.1. Specific claiming instructions will be released in the next All-County Letter transmitting claim format changes. In the meantime, questions concerning welfare administrative claiming may be directed to County Fiscal Administration Bureau at 916/445-7046.

District Attorney - Child Support

There are three distinct methods for claiming space costs on the Child Support Administrative Expenditures Claim (CA 356). The first involves space costs which are included in the Countywide Cost Plan Space Schedule and are direct billed or cost applied to the District Attorney. These costs should be itemized and claimed on Line B.1. in Group I of the CA 356. The second method involves space costs allocated to child support on the Countywide Cost Plan Exhibit of Costs. These costs would be included in the amount approved for claiming as countywide overhead on Line D in Group I of the CA 356. The third method applies if countywide overhead is included in the Child Support Indirect Cost Rate Proposal; any allocated space costs attributable to child support would be included in the amount claimed as indirect costs on Line C in Group I of the CA 356. Questions regarding IV-D administrative claiming may be directed to your Child Support consultant at 916/322-6384.

Questions concerning proposed space acquisition or the Countywide Cost Allocation Plan should be directed through your County Auditor-Controller to the Bureau of County Cost Plans, Office of the State Controller, 916/445-7377.

Sincerely,



CLAUDE E. FINN  
Deputy Director  
Administration

cc: CWDA  
Division of Local Government  
Fiscal Affairs, SCO